

<b>Board/Committee:</b>	POLICY AND ORGANISATION BOARD
<b>Date of meeting:</b>	22 MARCH 2022
<b>Title:</b>	PROCUREMENT OF SPECIALIST CLEANING SERVICE
<b>Author:</b>	NEIGHBOURHOOD OPERATIONS MANAGER
<b>Status:</b>	FOR DECISION

### **Purpose**

**This report sets out the Council's requirement for a specialist cleaning service to be procured in accordance with the Council's Contract Procedure Rules.**

### **Recommendation**

**That the Board provides delegated authority to the Head of Housing to award a contract following completion of a procurement exercise which is anticipated to exceed the EU threshold.**

## **1.0 Background**

**1.1** The Housing Service manages a portfolio of assets that includes:

- 3089 general needs social housing properties (including five sheltered schemes),
- Two homeless hostels with a total of 84 units,
- 504 garages,
- A commercial property portfolio.

**1.2** There is a requirement for specialist cleaning/ clearance services, both in and out of normal working hours, to undertake works that fall outside of the Council's main service provider's contract (Kier). These typically would involve bio hazard decontamination, removal and disposal of sharps and clearance of contaminated hoarded properties.

**1.3** In addition to this, and as a direct response to the Covid-19 pandemic, the Council has been required to provide twice weekly specialist decontamination cleaning and sanitation to high-risk environments, namely the two homeless hostels at Agnew and Barclay House, using fogging techniques to destroy all traces of the virus.

**1.4** This service was also provided to the 30 welfare pods sited in Walpole Park car park under the Everyone In directive and, for a short period, to the five sheltered schemes.

**1.5** Our insurers require the Council to take all necessary precautionary

measures in all council-owned buildings, particularly in our high risk environments such as the hostels. To ensure our insurance cover remains valid, additional measures have been required to mitigate the risk of Covid-19 infection.

- 1.6** Whilst these additional measures have significantly increased the cost of the service, they have prevented an outbreak of Covid-19 in our high risk environments, providing reassurance to those living and working in Agnew and Barclay House, and assurance for our partners in Public Health that the risks associated with these facilities are well managed.

## **2.0 Report**

- 2.1** The specialist cleaning service is currently operating on a short term contract with a local provider.

- 2.2** Due to the increased expenditure related to Covid-19, and as there is no existing long term contract in place with a service provider, it is imperative a formal contract is secured.

- 2.3** This is an essential service that is required to enable the delivery of Housing Service functions and ensure compliance with health and safety regulations.

- 2.4** The cost of the specialist cleaning service has increased significantly due to Covid-19. Although the government announced a return to 'Plan A' in January 2022, the risk of transmission of the virus remains high in certain places, such as homeless hostels, where there is a larger concentration of vulnerable individuals. Therefore, we intend to continue fogging the hostels at the moment, but anticipate this requirement will diminish in the future.

- 2.5** Based on the additional Covid-19 related costs, it is anticipated that the total contract value will be in excess of the EU threshold and this would require approval of the Board in accordance with Contract Procedure Rule 15.4.

Board approval is sought to delegate authority to the Head of Housing to award a contract on completion of a successful procurement exercise as it is anticipated that contract award may take place during the pre-election period without the opportunity to bring this matter to the Board for a decision.

- 2.6** A procurement exercise will be undertaken to procure a specialist cleaning contractor for a term of 3 years plus 1, plus 1 to ensure value for money is achieved.

## **3.0 Risk Assessment**

- 3.1** It is essential a specialist contractor is formally procured in order to comply with the Council's Contract Procedure Rules, provide best value and for

certainty of service provision.

#### **4.0 Finance**

**4.1** Additional high costs in response to the Coronavirus pandemic have been met by the housing revenue account, but where appropriate these have been offset by government grant funding.

#### **5.0 Conclusion**

**5.1** A formal contract for specialist cleaning services is required urgently.

**5.2** A procurement exercise will be undertaken to procure the specialist service for a term of 3 years plus 1 plus 1.

**5.3** The likely cost is anticipated to exceed EU threshold and approval is sought to delegate authority to the Head of Housing to award a contract on completion of successful procurement.

<b>Financial Services comments:</b>	Contained in the report
<b>Legal Services comments:</b>	Contained in the report
<b>Equality and Diversity:</b>	N/A
<b>Climate Change implications:</b>	
<b>Crime and Disorder:</b>	
<b>Service Improvement Plan implications:</b>	
<b>Corporate Plan:</b>	Deliver effective services
<b>Risk Assessment:</b>	Contained in the report
<b>Background Papers:</b>	None
<b>Appendices:</b>	N/A
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